BEST COPY

AVAILABLE

REQUIREMENTS FOR LIBRARY SERVICE

OFFICE:

A. BASIC MISSION:

B. MAJOR INTERESTS, BY GEOGRAPHICAL AREA:

C. MAJOR INTERESTS, BY SUBJECT FIELD:

D. TYPES OF LIBRARY SERVICE MOST USED:

    1. General reference

    2. Intellofax run

    3. Preparation of Bibliographies

    4. Book procurement

    5. Inter-Library Loan

    6. Reference to other facilities

    7. Periodical reading room

    8. Browsing

    9.

    10.

E. TYPES OF INFORMATION MOST SOUGHT:

F. LIBRARY SERVICES WHICH SHOULD BE INSTITUTED, INCREASED,

    OR IMPROVED, assuming that your office will be in the

    same building as the Central Library.

G. SPECIAL LIBRARY NEEDS OF YOUR OFFICE:

SECRET

TERMS OF REFERENCE

1. The present over-all organization of the CIA Library and its branch and special libraries:

   a. Main Library

   b. Branch Libraries:

      i. Branch 1 (K Bldg)

      ii. Branch 2 (Alcott Hall - OTR)

      iii. Branch 3 (J Bldg - Medical)

      iv. Branch 5 (Barton Hall - OSI)

      v. Y Bldg.

   c. Special Libraries:

      i. General Counsel

      ii. Communications

      iii. Historical Intelligence Collection

      iv. Training (including those at special training facilities)

      v. Logistics

      vi. SR Division, DD/P

      vii. FBID (Hqs. plus ████████

2. Which of the above Branch and Special Libraries need be retained as separate collections in the new CIA building?

3. Present and prospective programs for inter-library cooperation in the IAC agencies.

4. What library facilities or services, not presently provided, should be added?

5. Is the periodical reading room adequate? Is there an adequate

- 1 -

SECRET

selection of periodicals? Would an adequate periodical room in the new Library cut down on duplication of purchases for individual analysts? (See also para. 10 e.)

6. The Accessions Process. Selection

a. Is the present system of accessioning material as efficient as possible?

b. Are the various components of the Agency properly and adequately represented in the selection process? Should all selection be centralized?

c. How are Agency personnel made aware of the publication of new material?

d. Is there a routine for eliciting suggestions for library purchases from the reader constituency?

e. How are Agency personnel made aware of the accession of new material in the Agency? Do the offices receive timely notification of accessions in which they have an interest? Should notification of individual items be routed only to requesting components? Is the material sufficiently described?
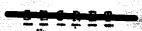
f. Should the Library publish an accessions list?

g. Is there suitable Agency policy and procedures with respect to the accessioning of intelligence productions?

h. Are the personnel who are authorized to approve the ordering of library material fully cognizant of their responsibility? Is it too easy to order material without question or presenting some justification?

i. Do these selection and notification procedures satisfy the peculiar requirements of the training staff as to: (i) Specific selections for each course of instruction responsive to instructor research requirements (including examples of data) and informational gaps in the course reference material; and (ii) Publication of bibliographies and accessions lists of current materials reflecting significant modifications to the subject matter of the courses of study.

j. Is the Publications Procurement Officer (PPO) system adequate?

k. The covert procurement of books. Should CIA have its own bookstore?

- 2 -

SECRET

l. Agency arrangements to procure Library material from the U.S. Customs.

m. Are additional arrangements necessary for procurement of Communist material?

n. How much time elapses between arrival of material in CIA and its availability in the Library for customer request?

o. What is the process and time factor of satisfying requests for retention copies of books, intelligence reports, and material produced by other agencies.

p. Is there too much individual retention of Library material in offices, which can be reduced by the new Library?

q. Should several copies of especially important material be procured to avoid unduly long waits when there are many requesters? Is this overdone?

r. When material is superseded by later editions, is an automatic notification system desirable?

s. Should certain offices be provided with petty cash for quick purchase of newspapers and periodicals?

7. Cataloging.

a. Is the present cataloging system the best one? Is it economical?

b. Is the rate of cataloging adequate?

c. Is the Intelligence Subject Code adequate, and is it serving its purpose? Is it adequate for recall precision in intelligence research? What is its general acceptance in other agencies?

d. Does the Intelligence Subject Code lend itself to a usable shelving procedure?

e. Should the Intelligence Subject Code be broadened to include more abstract categories? Should it be used for documents only, and not for books?

f. Is inclusion in the Intelligence Publications Index an adequate means of analytical cataloging?

- 3 -

SECRET

SECRET

g. How can the Agency cataloging system, which does not parallel the areas of instruction or identify the tradecraft subjects, reflect adequately the specific reference requirements of the teaching staffs? Can it cover the special Libraries? Can it cover the complexity of various types of material utilized by the Communications Library?

h. Should branch libraries be equipped with separate subject catalogues for books, if CIA continues to have branch libraries?

i. Should cataloging by subject of FBIS reports be resumed? Availability of old FBIS issues.

j. Should the shelf list and catalogue show locations of books in branch and special library collections?

8. Circulation. Inter-Library Loans.

a. Is the circulation and recall system adequate? Are requests for Library materials promptly and adequately handled?

b. Are too many books lost?

c. Should control procedures be instituted for any books removed from Agency premises for use or study at an employee's residence?

d. Can arrangements be made whereby the Library may loan the most recent periodicals overnight with the provision that they be returned the next morning.

e. Should a system of fines be instituted?

f. What should be the extent of stack privileges?

g. Are the reading room facilities adequate? Should there be greater use of "reserve" book room techniques? Is there adequate work space in the reading room?

h. Should requests for library services and, in return, library materials for individuals in a component, be routed to a central control point in that component?

i. Should there be a procedure for cancelling the accountability of an individual analyst for indefinite loan books?

j. Are accountability procedures for books released on a permanent loan basis to individuals necessary? Could such books be expended for record purposes?

SECRET

SECRET

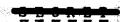k. Is there a requirement to forward Library material overseas? Does any of it have to be sterile?

l. Should a special file—or branch—be established to provide unclassified materials for propaganda use? (This should not be confused with USIA's Communist Propaganda Library.)

m. Is the Inter-Library Loan system timely and adequate?

n. Should there be an extension of time for inter-library loans? (The two weeks' limit is currently reduced by the time required for the book to reach the reader.)

o. Should books be returned to loaning libraries and re-issued, or could a system of renewals without returning the book be established?

9. The Reference Department.

a. What is the desirable organizational relationship and level of library service in relation to other reference facilities?

b. Are the reference and bibliographic collections adequate?

c. Is appropriate and adequate reference service being rendered?

d. Should there be specialization and specialized personnel in the reference staff? Are the reference personnel adequately conversant with Agency problems and needs?

e. Should Branch Librarians who are responsible for a Branch Library of a technical nature be trained in that technical specialty in order to provide more definite support to specialized components?

f. Are reference facilities outside the CIA Library adequately brought to bear upon reference problems?

g. Could there be a closer coordination concerning available microfilmed doctoral dissertations at the Microfilming Division, University of Michigan?

h. Does the Library publish sufficient accessions lists, indexes, research aids, papers, and annotated bibliographies to render a professional contribution comparable to other government and major research libraries?

- 5 -

SECRET

10. Machines.

a. Are the various machine and reproduction facilities of the Library adequate and efficient?

b. What is the routine time required to reproduce copies of material by the Library's reproduction processes?

c. Can the delay in obtaining prints be held to a reasonable time? (Say 2 or 3 days?)

d. Can the quality of reproduced prints be kept consistent? Is it good quality?

e. Is it feasible to devote special equipment and qualified operators to obtaining legible reproductions from poor original documents?

f. Do the Library runs include the most up-to-date publications or documents, including as much as possible those in cataloging or analyzing process?

g. Should significant foreign language documents be microfilmed?

11. Agency's Branch Libraries.

a. Should all Agency libraries come under the jurisdiction of the CIA Librarian?

b. Should Training and other CIA components have independent libraries of their own?

c. Will the requirements of OTR instructors and its Assessment and Evaluation Staff be served more adequately if these separate collections are located in the OTR area and maintained by librarians responsible to OTR:

(a) Foreign language grammars and dictionaries,

(b) Area knowledge text books and periodicals,

(c) Psychological and psychiatric books, periodicals and monographs,

(d) Reference texts in management and supervision.

d. What advantages and disadvantages are there to the training activity if the librarians serving the OTR students are members of the Office of Training?

- 6 -

SECRET

e. Are there reasons for the students of the OTR courses which will be in the building (part-time language, area knowledge, administration and clerical subjects) to have access to a separate reading room in the OCR area with reserved collections of multiple copies of books, periodicals, and instructional materials, classified and unclassified?

f. In view of the fact that most OTR instructional programs will be conducted outside the new building at classified sites many miles from 'ashington, is it a proper assumption that operation of library facilities at these sites is a proper responsibility of OTR?

12. CIA Library Personnel.

a. Are there adequate library career service arrangements?

b. Is there a proper blending of research background and formal library training in the Library personnel?

c. How knowledgeable are the administrators of the CIA Library of the policies and requirements of Agency components?

d. Are there sufficient basic library literature and current library periodicals maintained for professional background reading by the Library staff?

13. Are there adequate provisions for the retirement of infrequently used Library material?

14. Do CIA component libraries retire books through CIA Library facilities and procedures?

15. Are the users of the Library satisfied?

16. Are new employees throughout the Agency adequately introduced to the Library?

17. Is advanced training in the use of the Library available for those who intend to use the Library extensively?

18. Plans for the new Library.

a. Do these plans include adequate plans for expansion?

b. Are there adequate reading room facilities planned, including

- 7 -

SECRET

S-E-C-R-E-T

a periodical reading room and a "reserve" book room. (See also para. 10 e.)

c. What changes in arrangements and operations should be planned for the new building?

19. Should archival materials of the Agency be maintained by the Library? If not, what should be the relationship between Library and Archives?

- 8 -